

SECRET

Approved For Release 2001/07/12 : CIA-RDP78-03568A000900130036-9

Office Memorandum • UNITED STATES GOVERNMENT
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TO : Chief, Classification and Wage Division
THRU : Assistant Director for Operations *E. E. C.*

DATE: 15 September 1954

FROM : Chief, Contact Division

SUBJECT: Request for Change of Position Classification

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1. We request that Position No. K 774, Intelligence Officer, GS-11, in the [REDACTED] Office, Contact Division, be reclassified to Intelligence Officer, GS-12.

2. The Intelligence Officer occupying Position No. K 774 has been in grade for twenty-four months. During this period the responsibilities of the position have been enlarged to the point that it is now commensurate with the GS-12 level.

3. If this request is approved, funds are available in the Contact Division budget for FY 1955 to cover the increase in grade. Funds are also provided for in the FY 1956 estimates.


E. M. ASHCRAFT

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Attachments:
Standard Form 52 (2)

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